



155 East First Street, New Richmond, WI 54017 | 715-243-0431 | [info@newrichmondlibrary.org](mailto:info@newrichmondlibrary.org)

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# Now Hiring: Library Circulation Assistants

The Friday Library is seeking applications for Circulation Assistants. Circulations Assistants play an important role as front line customer service staff in our growing community library. We are seeking friendly and outgoing people with a passion for library services and community engagement.

Essential duties will include basic circulation functions, handling customer accounts and assisting the library's customers in making use of the library's resources. You will be working with a team of library staff that seeks to provide efficient and high quality service delivery to our customers in the New Richmond area.

We are filling two open positions at this level, and a range of daytime, evening and rotating weekend hours is expected. Each position will average 15 hours per week, and has a starting rate of \$11.00 per hour. The expected starting date for these positions will be mid-March. **The deadline for applications is March 2, 2013.**

Applications are available on the library's web site, on the City of New Richmond web site, and in the library. Questions regarding these positions may be directed to Library Director Scott Vrieze. Scott can be reached at 715-243-0431 or at [scottv@newrichmondlibrary.org](mailto:scottv@newrichmondlibrary.org).

